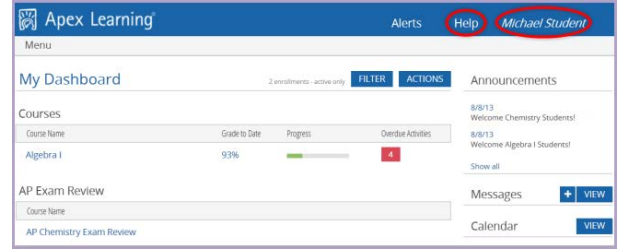


**GETTING READY FOR CLASS**

- Login to your Canvas course at <https://ccsd.instructure.com>
- Click on the Apex button. This will roster you in your Apex course.
- Click on course.
- Student Dashboard will be displayed.
  - Check that you are enrolled in the correct course
- Click on your STUDENT NAME and update your Account Profile.
- Under Account Profile, click on "Preferences" tab and under "Alerts" check the box for SCORING and COMMUNICATION. You will see an alert if you receive an email from your teacher.
- Click on HELP to view support tutorials and documents.
- Review "Student: Getting Started Guided Tour Video."



**TESTING SITE**

- All Unit Tests MUST be completed at a testing site. All other learning activities can be completed at home.
- You must physically attend a testing site to take APEX tests because tests **must be proctored**
  - Test Site Days: Monday through Friday
  - Test Site Hours: 7:30am - 4:00 pm (closed 11:30 – 12:00)
- All morning tests must be started by **10:30** am and all afternoon tests must be started by 3:00 pm
- You should allow at least 1½ hours to complete each unit test.
- If you are an NVLA student, bring NVLA school ID to the test site and wear it to identify yourself as an NVLA student to school personnel. You are allowed on school grounds to go to the testing site. Loitering in other areas of the campus or interfering with school activities is prohibited.
- No Food, Drink, or Gum. Water is allowed.
- All CCSD Rules & Regulations apply including dress code.
- Testing site can be used for working on all assignments.

*Any changes in test site hours will be communicated*

**COMMUNICATION**

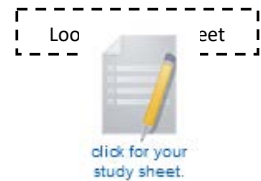
**COMMUNICATION IS THE KEY TO SUCCESS!**

**ASK QUESTIONS.**

- Check your CANVAS and APEX announcements every time you log in.
- Teachers will respond to emails within 24 hours. If message is sent on a Friday, weekend, or holiday, email will be responded to by end of next scheduled school day.
- If you have not received a response within 48 hours (or by the end of the first day after weekend or holiday), please email again.
- When you email or message teachers, the following MUST be included:
  - Student First and Last Name, Student ID Number, **Course Name, Semester Number**, and Unit Number
  - Specific explanation of what you need, including exact section # (i.e. Section 3.2.4)
- You will use appropriate communication skills when communicating with CCSD personnel.
- For help on course content or your grade or need tutoring, contact your teacher.
- For help on Apex issues, contact the Site Monitor. (ex: uploading assignments).
- For help with technical issues, contact support at [www.nvla.me/support](http://www.nvla.me/support) and input a ticket or search in the Knowledge Base link.
- For scheduling issues, contact your counselor.

**GOING TO CLASS ONLINE**

- Read posted announcements and welcome letters for directions about "what to do if locked out of quiz."
- You should work on your APEX class daily, just like any other class.
- Pacing Guides are established to help you complete the course on time. Do not fall behind on assignments.
- All assignments must be submitted via Apex.
- You can work faster than the pacing guide as long as you are being successful (passing assignments/quizzes).
- It is HIGHLY RECOMMENDED that you download & complete the STUDY SHEET for each unit before testing.
- STUDY SHEETS can also be found under SYLLABUS (Appendix A) in each course. Print and use the Study Sheets as you go through the lessons.
- You should monitor your progress daily using your Progress Report.



**Activity 1.1.1 : Study**  
(Documents: Study Sheet)

**ATTENDANCE**

- Attendance in an Apex course is monitored by your course teacher.
- You will sign in and complete a testing slip before each test.
- You must complete one unit test per week per course OR make progress in the course during the week to meet the attendance requirement.

- Each weekly absence counts for five (5) days of attendance. Attendance cannot be made up.
- See the Attendance Policy in your student handbook.
- You will **automatically be withdrawn** if you have **not accessed class for 14 days in a row**.

## GRADES / TESTS

- APEX is a Mastery-based System. You must show successful completion at each step in the course in order to move forward.
- 60% is the minimum score on all assignments to move forward in APEX. 60% is the minimum OVERALL passing score to earn credit.
- Check your grade before leaving the testing site.
  - ✓ Message your teacher immediately, if you didn't pass.
- All tests are closed notes. Approved Formula Sheets are allowed.
- **Quizzes (may be taken independently)**
  - If you score 60% or better on a quiz, you are automatically moved forward to the next lesson.
  - If you score less than 60% on a quiz, you can reset the quiz yourself and attempt a second time.
  - If you score less than 60% on 2<sup>nd</sup> attempt, you are locked out of the system and must message the teacher.
  - In order for the teacher to reset the quiz, you must complete and submit the Study Sheet (or other assigned activity) for that quiz to the teacher. Only then can you take the quiz a 3<sup>rd</sup> time and move forward in the course.
- **Unit Tests (must be taken at a testing site)**
  - All quizzes and written assignments must be properly completed and submitted PRIOR to testing. This includes any work that is flagged with a score of "1" (required resubmission) or any assignment your teacher is allowing you to resubmit for a better score.
  - If you score less than 60% on a Unit test, you are allowed ONE retake.
  - If you fail a test, contact your teacher via Apex Message before leaving the test site.
    - Include First and Last Name, Course Name, Semester Number, Unit Number and request retake information.
    - Ex: Suzy Smith, English 9, Sem 2, Unit 3. What do I need to do to retake the Unit 3 test?
  - RETAKES: Must be completed BEFORE moving on to the next Unit. Your teacher will communicate the necessary steps to retake the unit test. This may include completing and submitting additional work to the teacher. Once you exit a unit, no further submissions will be accepted for that unit and all scores are final.
  - Tests can only be reset by the course teacher.
  - You cannot retake a test until your teacher has confirmed that it has been reset. This may take up to 24 hours.
  - Retest must be taken on a different day. Unit test retakes cannot be completed on the same day as the first attempt.
- **Final Exam (must be taken at the testing site)**
  - No retakes on the Final Exam.
- Your final grade for the course is the average of all scores for quizzes, written assignments, tests, and final exam.
- If "Extra Credit" is listed as an activity, it is not offered and none will be given.
- All courses must be completed by the end of the quarter. There will be NO EXTENSIONS.

## TESTING ENVIRONMENT

- Silence cell phones and remove earbuds/headphones before entering.
- Only electronic equipment approved by the site monitor will be allowed.
- You must do our own work and refrain from behaviors that could be misunderstood as cheating or academic dishonesty.
- Access to the Internet outside of Apex is not allowed unless prompted by the test.
- Guests are not allowed in the test site / testing environment.
- Enter the test site quietly to limit disruptions.
- Limit conversations in the testing site. Phone calls must be taken outside and cannot be taken during testing.
- Respect the privacy of other students.
- Be patient when waiting for teacher assistance.
- Use restroom before or after testing. You cannot leave the testing environment with a test open.
- Be respectful in all interactions with test site and school site personnel.

Please read each item carefully.

If you have any questions, please ask before signing.

I have read the guidelines and understand the expectations.

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Student Signature